1.) What is LiveText?

A: LiveText is a web-based software application designed to aid in the development of portfolios, course assignments, and standards or outcomes based projects. LiveText will allow you, your instructors and peers to collaborate on classroom assignments as well as track your progress on meeting program outcomes.

LiveText is accessed online at livetext.com and a membership is required for all students enrolled in undergraduate teacher education courses at EIU.

You will use LiveText to submit various assignments based off your education major throughout your academic career, so each semester you should check with your education professors and their course syllabi to see if they require an assignment submission for their course.

The first assignment required for submission is the "Letter of Intent" assignment which is submitted during your introductory to education course (ex: SED2000, CTE2000, etc).

2.) Where can I buy a LiveText license and how do I get started?

A: The EIU Union Bookstore sells the LiveText license for $80+tax OR you can buy it directly on the LiveText website for $98. After you purchase your license, you will be given a registration code that will allow you to register yourself on the LiveText website https://college.livetext.com/ and create a log-in username & password.

IMPORTANT: When registering yourself, make sure to put a capital E in front of your 7-digit E# (ex: E1234567).

After you purchase a license and register yourself, I will add you to your EIU course(s) within the first 2-3 weeks of the semester.

3.) How long will my LiveText account/license remain active?

A: A LiveText account is active for five years. If you need LiveText beyond the length of the initial membership you can renew your account at a discounted rate for one, two or three-year periods.

4.) What are some of the benefits of LiveText?

A: Your LiveText account is your online space to develop and share your academic achievements both within and outside of your institutional community.

LiveText provides unlimited storage of your academic materials in an online environment that can be accessed anywhere there is an internet connection.
The assessment features of LiveText can allow your instructors to provide you specific feedback on your work through comments embedded in your work or standards/outcomes based rubrics that clearly define the expectations for your work.

LiveText portfolios can be customized to document your own professional and academic achievements to share with potential employers.

5.) Can't access your course(s)?

A: The most common solution, is to log into your LiveText account, click on "My Account" (in the top right-hand corner) and under "School Information" make sure you put in a capital letter E in front of your EIU E# (ex: E1234567). If you still can't access your course(s), email me or stop by during my office hours.

6.) Having trouble accessing, completing, or submitting an assignment?

A: If you are trying to submit an assignment but the red "submit" button at the bottom of the page is faded out, make sure you view all three steps of the assignment first.

Here are the steps:

- **Step 1:** You should click on the "start assignment" or "continue assignment" red button from your Dashboard.
- **Step 2:** Click on the grey "begin using template" rubric button in the middle of the page, just so you as a student see what you're being assessed on.
- **Step 3:** Attach any files (if necessary) but clicking on the grey "attach files" button, or just use the assignment template provided for you (if applicable).
- **Step 4:** Click "submit assignment" which should be in red now (instead of being faded out).

*If the above information did not solve or pertain to your issue, please send me a detailed email with the class you're in, the assignment you're having difficulties with, and what specifically the issue is, or just stop by during my office hours and we'll figure out the problem together.

7.) Are you a transfer student who had LiveText at a previous institution but can't access your EIU course(s)?

A: Contact the LiveText website support team at support@livetext.com and ask them to change your "School Domain" from your old institution to "Eastern Illinois University".

8.) Don't know how to submit your "Letter of Intent" assignment to Dr. Bower for his review?
A: Just submit your "Letter of Intent" assignment to your professor, THAT'S IT. After your professor grades it, Dr. Bower can access the graded assignment through his administrator view of the LiveText website.

If you are a transfer student (and ONLY if you are a transfer student who did not take their introductory education course (ex: SED2000, CTE2000, etc) but took an equivalent course at a different college before transferring to EIU), you are allowed to submit your "Letter of Intent" assignment outside of LiveText by providing a physical hard copy to Dr. Bower's office (BUZZ HALL 1420).

9.) Need different standards for your assignment then what's by default preloaded onto your LiveText account?

A: Log into LiveText, click on "My Account" (in the top right-hand corner). Under "Standard Sets", click on "Edit". Then, find the desired standard set you want to add to your account (for example, Common Core Standards are US-CC-2010). Then mark the set and click "Add". The standards will then appear in your standards and you can add them to your current or future assignments.

10.) Have a course requirement for LiveText training that needs to be done by the end of the semester?

A: Just send me an email regarding what class & professor it's for, what specifically your professor is requiring you to learn, and a time that you are able to meet during my office hours.

11.) How do I share my "Portfolio" assignment with a potential employer during the interview process after I graduate from EIU?

A: You can give your potential employer a "visitor's pass" and allow them temporary access to your "Portfolio"

OR you can hit the "print" option from within LiveText to obtain a physical copy for an in-person interview or if you're mailing in your application

OR you can copy the document from the LiveText website and paste it into a Word document to create an attachment for your online application.

12.) Instructions for BOTH faculty and students on how to submit an assignment, have the instructor grade it and send it back to the student with their suggestions for corrections, and how the student can then make those corrections and resubmit it to the instructor for final assessment.
A: Here are the exact steps you and your students should be following:

- **Step #1 (as a student):**
  - o Click on the "courses" tab.
  - o Click on a course (ex: "SED2000").
  - o Click "assignments".
  - o Click on the specific assignment (ex: "Letter of Intent Assignment").
  - o Click "begin assignment".
  - o Click "begin using template" (in grey).
  - o Click "edit" and type into the template.
  - o Click "Save and Finish".
  - o Click "continue to Step 3" (in red).
  - o Click "submit assignment" (in red) (NOTE: do NOT click "send for review").

- **Step #2 (as an instructor):**
  - o Go to the submitted assignments for that course (ex: "SED2000") and click on an individual student's name (in yellow).
  - o A yellow screen will then pop up and you will be able to provide a grade and a comment, as well as scroll down and click "add comment" onto the actual attached "artifact" (their assignment) if you want to.
  - o If you then click "Assessment Rubrics" (blue button), you can highlight their specific areas of improvement on the rubric.
  - o When you're are all done with your comments and grading, click "request resubmission" (NOTE: do NOT click "submit assignment"). The assignment will then be sent back to that student with your comments.

- **Step #3 (as a student):**
  - o Your assignment will come up on your "Dashboard" and will be in the red stage again and will say the "Instructor has requested that you resubmit this assignment".
  - o You'll click "continue assignment" (red button) and be able to see your grade, your comments, and by clicking on the attached rubric you will see what the instructor highlighted for each specific area.
  - o To make corrections, you will scroll down and click the "edit document" (red button) and then click "edit" (grey button) to type your corrections.
  - o Click "save and finish" (green button) (NOTE: you will NOT be able to resubmit the assignment back until you edit/correct something on the assignment).
  - o Click "continue to step 3" (red button) (NOTE: do NOT click "send for review").
  - o Click "submit assignment" (red button) to send it back to the instructor.

- **Step #4 (as an instructor):**
  - o You can then repeat the process and send it back to the student using the steps from Step #2 if the student has not made all of the proper corrections, OR you can just grade their rubric and click "submit assessment" (green button); either way the student will be able to see their grade and your comments when it is sent back to them.